



CITY OF SANTA MONICA – CITY PLANNING DIVISION
DESIGN COMPATIBILITY PERMIT APPLICATION

This part to be completed by City staff

Application No.:
Received By:
Date Submitted:

Amount Paid: \$
Check No.:

Applications must be submitted at the City Planning public counter, Room 111 at City Hall. City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions completing this application you may call City Planning at (310) 458-8341.

PROJECT ADDRESS:

APPLICANT (Note: All correspondences will be sent to the contact person)

Name:
Address:
Phone:
Email:

CONTACT PERSON (if different)

Name:
Address:
Phone:
Email:

Relation to Applicant:

PROPERTY OWNER

Name:
Address:
Phone:
Fax:

DETAILED PROJECT DESCRIPTION (Attach additional sheets as necessary to fully describe the proposed project)

Blank lines for project description

NOTES TO APPLICANT

Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.

The applicant, representative, or legal owner familiar with the project must be present at the public hearing scheduled for the project.

A detailed project description is required. Summarize the scope of work, including information on existing/proposed structures and uses, square footage, height, and parking.

All applicants are encouraged to contact and describe the subject application to adjacent property owners, tenants, and applicable neighborhood groups, prior to submittal. A list of neighborhood groups is available at the City Planning Division Public Counter and on the City's website.

GENERAL INFORMATION

PLANNING ENTITLEMENTS REQUESTED:

- DCP – Design Compatibility Permit
- DR – Development Review Permit
- VAR – Variance

NEIGHBORHOOD NOTIFICATION

PLANNING APPLICATION – SUBMITTAL REQUIREMENTS

Application Form

- One original and 5 copies of application form. All the information requested on the application must be provided.

Public Notification Materials

- Notification materials as specified on the attached Requirements for Radius Map and Certified List of Property Owners and Tenants sheet.

Project Plans

- Six (6) full size (not to exceed 24"x 36") sets of plans, folded to a maximum size of 10" x 14", of the following, as applicable:
 1. Site plan (see attached Site Plan Requirements).
 2. Project plans must include:
 - Dimensioned exterior elevations of the proposed project and adjacent existing buildings. Exterior elevations must show the height of each building dimensioned from Average Natural Grade (ANG) or Theoretical Grade, as applicable. Height calculation methodology must be shown. Check with the City Planning Division for height and method of calculation relevant to your project. Elevation measurements, accompanied by a site survey, must be certified by a licensed surveyor or engineer (see attached Site Survey Requirements). In the case of additions to existing buildings, all exterior elevations of both the addition and the existing building are required.
 - Fully dimensioned floor plans indicating square feet and interior layout. Please show floor area calculations. In the case of remodeling, existing and proposed dimensioned floor plans, as well as a demolition plan, are required.

NOTES TO APPLICANT

Santa Monica's development process is complex and requires that applicants carefully review development requirements and procedures before initiating a development project. Applicants have responsibility for proceeding in full compliance with these requirements. All applicants should:

- Understand the rules and processing timelines before you commit to a project.
- Review the Zoning Ordinance in detail in relation to permitted types of developments, allowable height and intensity, setbacks, etc.
- Besides looking at the development standards for the zone in which the property is located, be sure to review other sections of the Zoning Ordinance which may apply to your project including the parking standards section (Subchapter 9.04.10), the project design standards section (Subchapter 9.04.10), the landscape requirements section (Subchapter 9.04.10), the subdivision section (Chapter 9.20), Noise section (Chapter 4.12 of Municipal Code), etc.
- Determine if there are any new ordinances, policies, or moratoriums which might affect your plans. These items may not be reflected in the published version of the Zoning Ordinance but should be available separately at the City Planning Division public counter.

- Cross-section and longitudinal sections calling out building heights.
- Show size and location of any exterior mechanical equipment on both site plan and elevations. Indicate existing buildings on adjacent parcels and their zoning and use (commercial, residential, etc.).
- Such other information, drawings, plans and renderings that may be helpful in assisting the Zoning Administrator, Planning Commission (or City Council on appeal) arrive at a decision.

Rent Control Status Form

- Certification by the Rent Control Administration of the Rent Control status of the property is required. Applications submitted without this form will not be processed by the City Planning Division. Forms are available in the Rent Control offices, Room 202 in City Hall.

Other Project-Related Applications

- If applicable, copies of any application materials for other required planning permits. Information on required planning permits and application materials is available at the City Planning Division public counter, Room 111 of City Hall.

Photos

- Applications must include two (2) sets of color print photographs or color copies of original photographs mounted on 8 1/2" x 11" sheets showing all elevations of the project site and all surrounding properties and uses. Photos should be labeled with site address and description of photo content. Please note that a total of eighteen (18) sets of color print photographs or color copies of original photographs referenced above will be required prior to the Planning Commission hearing on appeal.

Photo Montage

- For new development projects, applications must also include a color photo montage including photos of all sites on the street within the subject city block and an image of the project to scale placed on-site. Because the photo montage will assist decision makers in evaluating the project for neighborhood compatibility, it must be produced to scale. The minimum size of the rendering should be 11" x 17".

NOTES TO APPLICANT

Applicants are encouraged to meet with the City's Urban Designer early-on for a design consultation in the planning of any new development project.

Applicants are also encouraged to submit for a Pre-Submittal Review, which provides initial feedback from the 6 City divisions that will eventually become involved in the permitting of a development project. Pre-Submittal Application Forms are available at the City Planning public counter. Pre-Submittal meetings are scheduled on the second and fourth Thursday afternoons of each month.

Please note that eighteen (18) additional sets of plans measuring 11" x 17", the project rendering and photos of the site and surrounding properties may be required prior to the Planning Commission hearing if required with an additional 2 sets of plans measuring 24" x 36". Additional plans will be required if approval from other bodies such as the Architectural Review Board (A.R.B.) is necessary. You may wish to prepare one set of original plans that qualify for both the Zoning Administrator or Planning Commission and the A.R.B. by providing the additional graphic requirements of the A.R.B. on the drawings.

Project Rendering

- For new development projects, applications must also include a colored perspective rendering of the proposed project located between immediately adjacent buildings. This rendering must be drawn to scale with and placed between photos of the existing adjacent buildings. The minimum size of the rendering should be 11" x 17".

Sign Posting Requirement

- All applications must include a photograph of the posted sign at the project site per the Sign Posting Requirements (attached)

Model

- Presentation of a model of the project to the Planning Commission (or City Council on appeal) is required for projects of 15,000 sq. ft. or more and recommended for all projects. The model may be either a physical representation or computer-generated model with a minimum of 3 views. The model shall include:
- massing of adjacent and proposed building
 - relationship of proposed building to the street
 - primary and secondary elements including fenestration, roof decks, balconies, etc.
- Presentation of a model of the project to the Planning Commission (or City Council on appeal) is required for projects of 15,000 sq. ft. or more and recommended for all projects.

Application Fees

- The payment of an application fee is required. Please see current list of fees in Room 111 of City Hall. **A check payable to the City of Santa Monica will be required at the time of submittal of all planning permit applications to the Permit Coordinator.**

Subdivision Application

- The appropriate subdivision application (tentative parcel or tract map) must be filed along with the Design Compatibility Permit application (application form attached).

Displacement List

- A list of names and addresses of all persons who are tenants in existing buildings to be demolished or removed to accommodate the new project. If the lot is vacant, that information should be included on the form (attached).

NOTES TO APPLICANT

ALL PROJECTS OVER 15,000 SQUARE FEET ALSO REQUIRE A MASSING MODEL

C,C & R's

- Two copies of the full C, C & R's are required which must include provisions that conform to and do not conflict with the State Map Act Section 9.04.16.030(d), (e) or (f) of the Municipal Code. Applications must also include a brief Resume summary of the C,C & R's and Condominium By-Laws (form attached).

Demolition Permit Acknowledgement

A demolition permit is required for demolition of any building or structure on the property (primary or accessory structure.)

- My property contains a structure (or structures) 40 years old or older and that the proposed development of this property will require a demolition permit.

Any application for a demolition permit will be required to go before the Santa Monica Landmarks Commission. The Landmarks Commission may exercise its authority to nominate the property for Landmark Designation, and/or designate the property (structure and or parcel) as a Landmark, Landmark Parcel or Structure of Merit in accordance with and based on findings established in Chapters 9.36 and 9.40 of the Santa Monica Municipal Code.

Affordable Housing Production Program Acknowledgement

In accordance with Chapter 9.56, all multi-family projects involving the construction of two or more market rate units shall comply with the affordable housing obligations as set forth in Santa Monica Municipal Code (SMMC) Section 9.56.040. From the options listed below, please indicate how the project will comply with the provisions of SMMC 9.56.040:

- | | |
|---|--|
| <input type="checkbox"/> <u>On-site compliance</u> | <input type="checkbox"/> <u>Affordable Housing fee</u> |
| <input type="checkbox"/> <u>Off-site compliance</u> | <input type="checkbox"/> <u>Land option</u> |

I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the applicant or applicant's representative (contact person) to make decisions that may affect my property as it pertains to this application.

Property Owner's Name (PRINT)

Property Owner's Signature / Date

OAKS INITIATIVE DISCLOSURE FORM

**** Required for all Applications ****

Pursuant to City Charter Article XXII, The Taxpayer Protection Amendment of 2000, the applicant is required to disclose all of its trustees, directors, partners, officers, and those with more than a ten percent (10%) equity, participation or revenue interest in Applicant / Contractor.

Identify the names of the following individuals

Applicant / Contractor:

Trustees, directors, partners, officers of the Applicant / Contractor (attach additional sheets if necessary):

Those with more than a 10% equity, participation or revenue interest in Applicant / Contractor (attach additional sheets if necessary):

NOTES TO APPLICANT

The Oaks Initiative, passed as Measure LL at the November 7, 2000 General Municipal Election, prohibits a public official from receiving certain personal or campaign advantages from those to whom they allocated a public benefit. For the purposes of this application, the provision applies to the Zoning Administrator and the Planning Commission.

The law requires the City provide any person, corporation, firm, partnership, association, or other person or entity applying or competing for any benefit enumerated in Section 2202(a) of the Measure with written notice of the provisions of law and the future limitations it imposes.

As part of the City's implementation of this law, the applicant is required to complete this Disclosure Form completely and accurately.

More information on the law is available online at: <http://www.gcode.us/codes/santamonica/> The law is contained in the City's Charter, Article XXII and is called the Taxpayer Protection Amendment of 2000.

To speak with someone about the Oaks Initiative, please contact the City Attorney's Office at (310) 458-833

REQUIREMENTS FOR RADIUS MAP AND CERTIFIED LIST OF PROPERTY OWNERS & TENANTS

NOTES TO APPLICANT

When submitting an application, the applicant must include:

1. A certified list of **property owners and tenant** units within the required radius of the project,
2. **Two** (2) sets of self-adhesive mailing labels with the names and addresses of the owners and the addresses of tenants within the required radius, and
3. A radius map.

The applicant shall use an approved base map (provided by the City Planning Division) when making a radius map. On the map the applicant shall inscribe the **radius** from the exterior boundaries of the subject lot or parcel (see sample map).

THE LABELS MUST BE TYPED ON STANDARD 8 1/2" X 11" SELF-ADHESIVE LABEL SHEETS CONTAINING THREE COLUMNS OF ELEVEN (11) LABELS EACH.

All parcels within or partially within the required radius must be listed. The certified list shall be typewritten and shall be presented as shown in the following sample. The certification form at the bottom of this sheet must be signed and attached to the end of the list.

| | | | (SAMPLE) | | |
|-----------------|-----|----------|---|--|--|
| LOT BLOCK TRACT | | | OWNER'S NAME AND MAILING ADDRESS | PROPERTY ADDRESS w/TENANT UNIT #S | |
| 1 | N/A | #4334 | Mr. & Mrs. John Jones 1850 Fremont Blvd. Stanford, CA 94805 | Occupant 1294 Fifth St. #1 Santa Monica, CA 90401 | |
| 2 | 2 | Artesian | Mr. Saul Vilpern 2000 Policy Dr. Santa Monica, CA 90406 | Occupant 590 Santa Monica Blvd. Santa Monica, CA 90401 | |

I HEREBY CERTIFY, under penalty of perjury, that to the best of my knowledge the attached Radius Map correctly depicts the required radius and the Ownership List correctly shows the latest names and addresses of the property owners as of (date). I further certify that to the best of my knowledge the list correctly indicates the unit numbers and street addresses of the tenants within the area as of (date).

Applicant's signature

Printed or typed name

Applications for variances, use permits, and reduced parking permits require mailing labels for property owners and occupants within a 300' radius from the subject property. Applications for conditional use permits, development review permits and design compatibility permits require mailing labels of property owners and occupants within a 500' radius of the subject property.

Property owner data can be obtained from the records of the COUNTY ASSESSOR'S OFFICE 6120 Bristol Parkway, Culver City, CA 90230(310) 665-5300

In addition, a list of companies that provide mailing label services for a fee is available at the City Planning public counter, Room 111 of City Hall.

ADDITIONAL INFORMATION

The effective date of the decision by the Zoning Administrator or Planning Commission is 14 calendar days after the date of action. Decisions of the Zoning Administrator are appealable to the Planning Commission. Decisions of the Planning Commission are appealable to the City Council.

An appeal of the Zoning Administrator or Planning Commission decision may be made within this period by completing an appeal form, available from the City Planning Division, referencing the specific project and stating the reasons for the appeal. Any interested person, Planning Commissioner or City Council member may make an appeal. The appeal form must be accompanied by an appeal fee (see current list of fees in Room 111 of City Hall). An appeal will have the effect of staying all action on the matter until a decision is reached in a public hearing before the Planning Commission or City Council, whose decision will become final immediately.

NOTES TO APPLICANT

ALL PROJECTS OVER 15,000 SQUARE FEET ALSO REQUIRE A MASSING MODEL

The Zoning Administrator may approve, approve with conditions or disapprove your application. A decision on your application is rendered approximately 30 days following the public hearing.

The Planning Commission may also approve, approve with conditions or disapprove your application. The decision of the Planning Commission is rendered following the public hearing, unless the Commission decides to continue their decision pending further information or modifications to the proposed project.

ARB review is required for all new construction and additions to existing structures throughout the City, except in the R1 district. Some development standards in the R1 District may be modified by the ARB.

As applicable, the ARB will review a project's overall design, including, but not limited to exterior building materials and colors, pedestrian-orientation, compatibility with adjacent improvements, landscaping, signage, location of trash enclosures, mechanical equipment, etc

City of
Santa Monica
 Planning and Community Development Department
City Planning Division
 (310) 458-8341

SUBDIVISION APPLICATION
 (Please Type or Print all Information)

- Tentative Map
- Final Map

Preliminary Submittal Date: _____
 Date Accepted for Filing: _____
 Planning Fees Paid: \$ _____

PROJECT ADDRESS: _____ **ZONING DISTRICT:** _____

LEGAL DESCRIPTION: _____

PARCEL MAP/TRACT MAP NUMBER: _____ **D.C.P. NUMBER:** _____ (to be assigned by staff)

OTHER PERMIT/FILE NUMBERS: _____

TYPE OF SUBDIVISION: _____

NUMBER OF LOTS/UNITS: _____

DEVELOPER: _____

Address: _____

Contact Person: _____ Phone: () _____

CIVIL ENGINEER: _____

Address: _____ Phone: () _____

PROPERTY OWNER: _____

Address: _____ Phone: () _____

SUBDIVISION APPLICATION SUBMITTAL REQUIREMENTS

I CERTIFY that this application is being made with my consent.

PROPERTY OWNER'S SIGNATURE:

I CERTIFY that the information contained in this application is correct to the best of my knowledge and that this application is made with the knowledge and consent of the property owner.

Applicant's Signature

Date

FOR STAFF USE ONLY

Summary of Planning Commission/City Council Actions:

Date

Action

City of
Santa Monica
Planning and Community Development Department
City Planning Division
(310) 458-8341

ADDRESS: _____

RESUME
(a brief summary - not an index to the complete set)
CONDOMINIUM ARTICLES OF INCORPORATION
BY LAWS AND CC & R's

Type of Organization: _____

Membership: _____

Membership Termination: _____

Voting Rights: _____

Management: _____

Project Life: _____

Effectivity Term of and Amendments to CC & R's: _____

Maintenance Provisions: _____

Units: _____

Common Areas: _____

Damage - Repair or abandonment provisions: _____

Description and ownership of condominium units: _____

Description, ownership and use of common areas: _____

Parking Space Assignment: _____

Restrictions:

- Owner's Financial/Legal Status: _____
- Use: _____
- Any Restrictions on Age of Occupants: _____
- Pets: _____

Prepared by: _____

Title: _____

Date: _____

SUBDIVISION APPLICATION SUBMITTAL REQUIREMENTS

City of
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Planning and Community Development Department
City Planning Division
(310) 458-8341

SIGN POSTING REQUIREMENTS

The property which is the subject of a **Design Compatibility Permit (and related applications, if any)** shall be posted with a sign prior to filing an application(s). Architectural Review Board applications for projects over 15,000 square feet shall be posted with a sign within ten (10) days of application filing. When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least eight weeks prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying the date that this information was posted on the sign. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Director of Planning and Community Development.
6. The sign shall include only the following factual information (all applicable applications must be listed):
 - a. Title: **NOTICE OF PENDING DESIGN COMPATIBILITY PERMIT AND TENTATIVE TRACT (PARCEL) MAP.**
 - b. Project case number: (e.g. **DESIGN COMPATIBILITY DCP 01-001 and TENTATIVE TRACT MAP TM 00-001**).
 - c. Brief explanation of the request: (e.g. Proposed 23,000 SQUARE FOOT, 10-UNIT CONDOMINIUM BUILDING; Do not use descriptive words such as "luxurious", "elegant", etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Permit number
 - g. Type of application (i.e., multi-family, residential, alcohol sales, etc.)
 - h. Date, time and location of public hearing to be inserted when public hearing date has been set. **The posing affidavit must be returned to the City Planning Division at least two weeks before scheduled hearing date.** The date shall be inserted at least two weeks and no more than 35 days prior to the hearing date. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall also be changed for Planning Commission items appealed to the City Council. The applicant is responsible for proper posting of the site.
 - i. City Planning Division phone number (310) 458-8341.
7. **The lettering style shall be a standard typeface (Helvetica or similar).** The lettering size shall be 2 inch capital letters for the title and project case number. all other letters shall be 1 inch in size and may be either capitals or upper and lower case. **All letters shall be black upon a white background.**
8. The sign shall remain in place until after the 14-day appeal period has passed following a final decision by the Planning Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the City Council. The sign shall be removed within ten (10) days of either the end of the appeal period of the final decision of the City Council, whichever applies.

Failure to post the sign, required information or conform to placement or graphic standards will result in delay in the required public hearing.

DISCRETIONARY PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Survey Requirements

The following items must be included on a boundary (or boundary and topographic) survey signed, stamped and dated by a licensed civil engineer or land surveyor:

1. Location and use of all buildings and other structures on the subject property and location and use of structures on adjacent properties.
2. Public right-of-way improvements, boundaries, centerline and relevant dimensions and/or elevations.
3. Provide the dimension of all properties lines and the dimension of existing buildings to property lines.
4. Location and trunk diameter of all trees on the subject property and adjacent public property.
5. Provide the elevation at the intersections of the front, rear and side yard setbacks to determine Average Natural Grade (ANG). For properties located in the Ocean Park District, provide the elevation at the midpoint of the front and rear property lines. Elevations must relate to an identified City benchmark on the survey.
6. Provide relevant spot elevations to illustrate general site topography.
7. Show the Finished Floor Elevation (FFE) of all existing buildings.
8. The survey must also include:
 - Sheet size: Not larger than 24" by 36", nor smaller than 11" by 17"
 - Scale: Use engineer's scale at a size adequate to show information on one sheet. Indicate scale on plan.
 - North arrow (use directions with north located at top of sheet, and using assumed north rather than true north)
 - Title block which includes:
 - Project address
 - Applicant name, address and telephone number
 - Engineer or Licensed Surveyor's name, address and telephone number
 - Engineer or Licensed Surveyor's seal
 - Date of plan

City of
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Site Plan Requirements

Certain projects in the City of Santa Monica require submission of either a Plot Plan or a Site Plan. A Plot Plan is generally required for projects of limited scope, size or complexity. For information concerning what is required on a Plot Plan please see "Applicant Guide: Plot Plan Requirements." A Site Plan is required for projects of more significant scope, size or complexity. This Applicant Guide outlines the requirements of a Site Plan, which includes the following:

1. Number of Copies: When a Site Plan is required, submit 4 copies
2. Sheet size: Not larger than 24" by 36", nor smaller than 11" by 17"
3. Scale: Use a scale at a size adequate to show all information clearly. Indicate scale on plan.
4. North arrow (use directions with north located at top of sheet, and using assumed north rather than true north)
5. Title block which includes:
 - a. Project address
 - b. Applicant name, address and telephone number
 - c. Architect/engineer/designer name, address and telephone number
 - d. Architect/engineer/designer's seal
 - e. Date of plan
 - f. Box for revision dates
 - g. Sheet number
6. General Notes from EPWM drawing #6371
7. Legend of symbols and abbreviations
8. Sheet index, if more than one sheet
9. Property dimensions (length and width) and property lines indicated. Label all property lines with "PL" notation
10. Building footprint of all structures on property, proposed use and zoning district
11. Adjacent streets, alleys and sidewalks with right-of-way labeled and dimensioned, with centerline of alley and any alley dedication required by the City labeled, with sidewalk and pavement widths shown and with an indication of distance to nearest intersection.
12. Show all existing street trees, proposed improvements and utilities to the centerline of the public right-of-way, and 5 feet beyond site, including:
 - a. Street trees in the City street right-of-way adjacent to the project site.
 - i. The plans must indicate the precise location of all trees, the species, trunk diameter at 4 ½ feet above finish grade and the canopy spread.
 - ii. A Tree Protection Zone that encompasses the canopy plus an additional radius of 10 feet
 - b. Sewer lines, service laterals and capped sewer laterals (point of connection)

- c. Potable water supply, water meter, water valves, fire service, and fire hydrant location including the location of the auxiliary valve on property. The location of the valves must be in an accessible location ahead of the first connection and identified in cases of multi-meter installations
 - d. Backflow prevention device
 - e. Recycled water lines and meters
 - f. Gas meter locations
 - g. Parkway drains, and storm drain facilities
 - h. Street lights, pull boxes and conduit locations
 - i. Traffic signals, pull boxes and interconnect conduits
 - j. Street signs and parking meters
 - k. Driveways including construction details such as width, cross slope of sidewalk portion, and height of ridge line above flow line. Driveways must be at least 10 feet wide, and comply with City of Santa Monica Plan No. 4008, and must include a path of travel that complies with the Americans with Disabilities Act (ADA).
 - l. Electrical connections and power poles
 - m. Any encroachments in the public right-of-way, such as awnings, etc.
 - n. Label use of adjacent properties (i.e., single-family residence, 2-story commercial building, vacant, etc.)
 - o. Note the City Bench Mark (BM) for elevations (Site BM may be used if there are no modifications to elevations of public improvements). BM can be obtained from Civil Engineering, Room 112, Santa Monica City Hall
 - p. If bearings are used, include a Basis of Bearings
 - q. Utility or light poles
 - r. Easements
 - s. Exterior mechanical equipment
 - t. Signs
 - u. Driveway curb cuts, aprons and approaches
 - v. Parkways
 - w. Fences and gates
13. Indicate with arrows the slope of roof and the drainage flow directions. Runoff will not be permitted to empty into alleys or sheet across sidewalks except for single-family residences. Show all drain lines, area cleans, catch basins, downspouts, sump pumps, etc.
14. Label and indicate with arrows the slope of landscaped and paved areas; show finished surface elevation at all critical points, property corners, area drains, driveways and building finished floor
15. Show any additions to parking lots or structures that are exposed to rainwater. Include the following items, if required:
- a. Treatment (oil/water separators, catch basin inserts) for aboveground parking lots, and parking structures so that pollutants will be treated before entering dry wells/retention basins or storm drain system.

- b. Plans outlining the number of parking spaces, drainage patterns, building type, dry wells/retention basins
 - c. Plumbing plans outlining catch basins, treatment devices, piping, entry, and discharge points
 - d. Sizing criteria outlining efficiencies of treatment units based on drainage area, intensity, and imperviousness factor
 - e. Preventative maintenance schedule for treatment devices and schedule for parking lot sweeping
16. Show sufficient data to indicate how the project complies with the city's Urban Runoff Pollution Ordinance. If the project is defined as New Construction, then include the following:
- a. Retention volume in cubic feet = 0.75 inches x (1 foot/12 inches) x impermeable area in square feet
 - b. Indicate exposed impermeable and permeable areas in square feet
 - c. Include Best Management Practices (BMP) and BMP Maintenance requirements for the site. A pamphlet with a list of typical BMPs is available from the Civil Engineering Division. The applicant is encouraged to call engineering at (310) 458-8721 early in the design process for assistance and feedback concerning BMPs to minimize pollution to the ocean.
 - d. Include a signature space for the city's Urban Runoff Coordinator
 - e. Include additional BMPs specifically aimed at controlling pollutants from these operations:
 - i. Loading docks
 - ii. Repair/maintenance areas
 - iii. Vehicle/equipment wash areas
 - iv. Fueling areas
 - v. Parking areas
17. All setback dimensions, front, rear, and sides measured from property lines, and any projections into required setbacks dimensioned
18. Lot coverage calculation
19. Footprint and uses of existing and proposed structures, parking areas, driveways, planters/landscaping, and zoning district of adjacent property, including driveways and aprons on opposite side of street or alley
20. Location and dimensions of trash/recycling area
21. Unexcavated side yards
22. Dimension of any fixed object or landscaping located within 5-feet of the intersection of driveway and property line
23. Indicate where existing curb cuts are to be removed
24. Locations and dimensions of all parking areas, spaces, aisles, driveways, garage doors, sidewalks, and loading spaces
25. Identify accessible path of travel and indicate any elevation change
26. Location of vanpool parking and bicycle parking for commuters and visitors
27. Parking plans must include the appropriate following elements:
- a. Parking stall dimensions (length, width, and an angle if different than 90 degrees) and appropriate label:

| | |
|----|-------------------------|
| S | Standard Space |
| C | Compact Space |
| D | Disabled Space |
| LZ | Loading Zone |
| PL | Passenger Loading Space |
| P | Carpool Space |
| VP | Vanpool Space |
| MC | Motorcycle Space |
| B | Bicycle Space |

- b. Dimensioned drive aisle widths and back-up space for parking stalls
 - c. Dimensioned width of proposed and existing driveway curb cut, apron or approach and its sloped curbs (“X”s) (see Engineering Division’s Dwg. No. 4008, Standard Drawing for: Driveway, Curb, and Combined Curb and Gutter)
 - d. Distance of all “street furniture” to the driveway apron between the curb and property line (e.g. trees, signs, streetlights, utility pull boxes, etc.) adjacent to the site
 - e. Longitudinal-section (profile) and plan view for any proposed ramp for any above-grade, semi- or subterranean parking structure that exceeds six percent (6%), dimensioned to include the ramp section length, the centerline slope percentage of grade, including all transitions, and ceiling height clearance.
 - f. Location and dimensions of obstructions, including supporting columns, landscaping, wheel stops, etc.
 - g. Parking circulation with signage and markings indicated
 - h. Access control details
 - i. Dimensions of the adjacent alley and the setback distance of parking stalls from the property line
 - j. A parking summary chart indicating the number of parking spaces for each stall type (standard, compact, disabled, etc.), the percentage of compact spaces, and the total number of spaces that are existing, proposed and required
 - k. Design and operational plan of tandem or valet parking
 - l. Pedestrian access within and from parking lot or driveway
 - m. Driving and walking surface materials
 - n. Details of off-site improvements, including: queuing space, allowed turns from project and signage, street widening, alley paving, relocation of bus stops, curb markings, commercial and passenger loading zones, valet parking zones, traffic signal improvements
28. General notes, including:
- a. All labor, equipment and material required for the work in public right-of-way (r/w) are the responsibility of the permittee.

- b. The permittee is responsible for the repair of all damage to the offsite improvements caused by the construction.
- c. No work shall be done within the public right of way without first obtaining a permit. A permit shall be obtained from EPWM Administrative Services, Room 113 of city hall.
- d. The work in the public R/W shall be done in accordance with the Standard Specifications/Drawings For Public Works Construction, current edition or amended by the City of Santa Monica.
- e. Accessibility, including sidewalks and curb ramps, shall comply with the California Building Code, Chapter 11. Note, if the maximum cross slope of the sidewalk crossing a driveway exceeds 2% then the driveway shall be reconstructed in order to comply with California Building Code, Chapter 11.
- f. Architect is responsible for coordination of on site building grades with off-site improvement grades and has signed these drawings to accept that responsibility.
- g. Straight grades shall be maintained between spot elevations unless otherwise shown on the plans.
- h. Contractor shall coordinate with utility owners affected by the improvements before the start of work.
- i. At least 72 hours shall elapse from the time concrete is placed before vehicular traffic is permitted.
- j. Contractor shall adjust all existing maintenance holes (MH), vaults, valve boxes, meter boxes, etc. To conform to finished grades as constructed whether indicated on the plans or not.
- k. Two business days prior to removal of any existing pavements, contractor shall notify utility owners, residents etc. Contact underground service alert phone 800.422.4133.
- l. For modification of public improvements, a civil engineer or land surveyor shall provide surveying and grade sheets.
- m. Asphalt concrete pavement shall be type C2 AR 4000 with 6.5% asphalt binder.
- n. Tack coat of SS-1H asphaltic emulsion shall be applied to all existing pavement against which new asphalt pavement is to be placed.
- o. Backfill for all utility laterals shall be crushed aggregate base, mechanically densified to 95% relative compaction from bottom of the trench to the pavement. Compaction test results shall be submitted to the city. (Alternate: 1 sack cement sand slurry mix may be substituted for the crushed aggregate base.)
- p. Use city of Santa Monica standard detail for portland cement concrete alley. City drawing no. 4369 can be obtained from Civil Engineering Division, Room 112 at city hall.
- q. Applications for closing of streets or alleys during construction shall be obtained from city of Santa Monica, Transportation Management Division, phone 310.458.8291. If closure is approved, the applicant must coordinate the times with the property owners and residents.

- q. The City Of Santa Monica Water Division, Water Construction Supervisor must be contacted 310.458.8531 to schedule potable and/or recycled water meter installations.
- r. The city of Santa Monica Water Division 310.458.8531 must be contacted to schedule installation of temporary water service.
- s. All potable and recycled water installations shall comply with AWWA Standards and Los Angeles County Dept. Of Health Services' separation and installation requirements.
- t. All new backflow devices are to be tested upon installation by a certified backflow device tester and a report filed with the city of Santa Monica Water Division. For backflow installation requirements and backflow prevention device field testing and maintenance report form contact the city of Santa Monica Water Division, 310.458.8535.
- u. Field surveys of industrial, commercial and medical facilities must be conducted to ensure that no hazardous conditions exist between plant equipment, process water, plumbing fixtures and the potable water system. Contact the City Of Santa Monica Water Division 310.458.8531 for field surveys. Backflow information must be filed with Los Angeles County Health Department.
- v. For any sewer construction work, including new sewer service, capping or repair, the contractor must obtain a permit from EPWM. The contractor must call the City Of Santa Monica Wastewater Inspector 310.458.8531 at least 48 hours in advance for a saddle installation and inspection appointment. For capped sewers, a copy of the inspection approval card shall be provided to the Wastewater Inspector.